

Bellaire Public Schools – Invitation to Apply

The Board of Education seeks a motivated individual with a positive attitude to fill the role of Custodian with the Bellaire Public Schools.

Posting Date: January 8, 2021

Position: Custodian, Part-Time (3)

Building: Bellaire Middle/High School; John R. Rodger Elementary School

Reports to: Director of Operations, Elementary Principal, Superintendent

Hours: 6 hours/day (as per the Bellaire Educational Support Professional Association CBA)

Start Date: February 1, 2021

Required Qualifications:

1. High school diploma or equivalent
2. Possess a valid Michigan driver license
3. Must successfully pass a Criminal History Records check
4. Experienced or ability to learn proper cleaning and maintenance techniques as required for assigned duties/responsibilities. Ability to read and understand product labels and employee memorandums
5. Have no allergies to cleaning materials and solvents
6. Be able to operate various types of cleaning equipment (e.g., buffers, extractors, etc.)
7. Physically able to operate heavy cleaning equipment, (e.g., buffers, scrubbers, carpet extractors, etc.), lift up to 50 lbs. (e.g., trash containers, boxes of supplies, moving of office or classroom furniture)
8. Ability to safely operate other equipment (e.g., mowers, tractors, weed whips, forklift, etc.)
9. Can work from ladders and scaffolding
10. Will present a certificate of good health signed by a licensed physician appointed by the Board, upon request
11. Must be able to work with and around people
12. Maintain regular and reliable attendance

Evaluation: Performance will be evaluated by Director of Operations and building administrator.

General Responsibilities:

1. Report and receive assignments from lead custodian/building administrator.
2. Keep premises in a clean and orderly condition, including sweeping, mopping, scrubbing, stripping and waxing floors, cleaning and insuring adequate supplies in restrooms, emptying trash, wash windows and clean carpets.
3. Maintain outside grounds to include: clean snow and ice from walkways, remove debris from areas around buildings, mow lawns, trim shrubbery and insure adequate watering is done to lawns.
4. Service cleaning and minor maintenance of vehicles.

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6. Responsible for mail delivery.
7. Pickup and delivery of student lunches at various sites in the Traverse City area.
8. Perform minor maintenance to include but not limited to painting, replacement of ceiling tiles, light bulbs, cleaning and or replacement of heating/air conditioning filters.
9. Use hand tools, power tools or any other equipment required to complete assigned tasks.
10. Set up conference/classrooms per weekly schedule or other notification.
11. Clean and or extract carpet floors. Dust rooms and furniture.
12. Substitute in other buildings as custodian when required, as directed by lead Custodian.
13. Perform basic carpentry duties as needed.
14. Any and all other maintenance/custodial duties as assigned by the Director of Operations, Superintendent or designee.

This position is posted through Friday, January 22, 2021

Interested candidates should submit hard copies of the following items:

1. Letter of Interest
2. Current résumé
3. Three (3) letters of Reference from individuals knowledgeable in:
 - a. Your education/training;
 - b. Your work history/performance, and/or;
 - c. Your potential in an instructional role

If you have questions, please contact Superintendent Mark Brenton at (231) 533-8141.